



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 005**

*Series of 2025*

**AN ORDER CREATING THE INSPECTORATE COMMITTEE  
OF THE CITY GOVERNMENT OF IMUS**

**WHEREAS**, in line with the National Government's commitment to good governance and its efforts to adhere to the principles of transparency, accountability, equity, efficiency and economy in its procurement process, the City Government of Imus adheres to the policy that procurement of infrastructure projects, goods, and consulting services shall be competitive and transparent;

**WHEREAS**, the City Government of Imus adheres to the principle of public monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded according to the provisions of the Act and that all these contracts/purchased goods are performed strictly according to specifications as stated in the Implementing Rules and Regulations of Republic Act No. 9184;

**WHEREAS**, to ensure that all goods and office supplies procured by the City Government of Imus are in accordance with the specifications, standards, quality, and volume recommended by the Bids and Awards Committee (BAC) and duly approved by the Head of the Procuring Entity (HoPE) concerned including those purchased through the use of petty cash reestablishing an Inspectorate Committee shall be necessary;

**NOW, therefore I, HON. ALEX L. ADVINCULA**, City Mayor of the City of Imus, by virtue of the authority vested in me by the Constitution and laws of the Republic of the Philippines, do hereby order the creation of the Inspectorate Committee of the City Government of Imus.

**Section 1. Composition-** The City of Imus Inspectorate Committee shall be composed of the following:



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**Head:**

**MR. JAY EMMANUEL R. CORRAL**  
Administrative Assistant III  
Office of the City Mayor

**Members:**

**Team A**  
*Goods*

**MS. LENIZA R. SAPIN**  
Senior Administrative Assistant I  
Office of the City General Services Officer

**MR. PHILIP PAUL A. GAMIS**  
Administrative Assistant III (Computer Operator II)  
Office of the City Disaster Risk Reduction Management  
Officer

**Team B**  
*Infrastructures*

**ENGR. NENITA S. CASING**  
Project Development Officer IV  
Office of the City Planning and Development  
Coordinator

**ENGR. REYJANSEN S. SAPINOSO**  
Engineer V – Office of the City Building Official

*Representative from the Requisitioning Office*

**Section 2. Functions-** The City of Imus Inspectorate Committee shall have the following functions:

**Team A:**

1. Inspection of purchases/deliveries to determine conformity with specifications in the purchase order or contract pursuant to Section 118 of the LGU-New Government Accounting System (NGAS); and
2. In case of non-conformity, inform the end user or requisitioning office on the discrepancies through disclosure on the Acceptance and Inspection Report (AIR).



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**Team B**

1. Once the project reaches an accomplishment level of ninety-five percent (95%) of the total contract amount, the inspectorate committee shall make a preliminary inspection and submit a punch-list to the contractor in preparation for the final turnover of the project. This punch-list will contain, among others, the remaining works, work deficiencies for necessary corrections and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the Procuring Entity's claim for liquidated damages. (Ref. Section 7, Annex E R.A. No. 9184 – Revised IRR 2016); and
2. Performance of other tasks which may be provided by law or any government rules and regulations.

**Section 3. Repealing Clause-** All executive issuances, orders, rules and regulations or parts thereof of inconsistent with the provision of the Executive Order are hereby repealed or modified accordingly.

**Section 4. Separability Clause-** Should any provision of this Executive Order be declared unconstitutional or invalid, the other section or provisions not affected thereby shall remain in full force and effect.

**Section 5. Effectivity-** This Executive Order shall take effect immediately.

**DONE** and **SIGNED** this 20<sup>th</sup> day of January 2025, City of Imus, Cavite.

**ALEX L. ADVINCULA**  
City Mayor